



Asynchronous meeting agenda

When to use

An asynchronous meeting agenda is designed for [teams working remotely](#) or across different time zones. This type of agenda allows participants to contribute to the meeting at their convenience rather than all at once. It allows participants in remote teams to contribute at their own pace and can be an effective way to make decisions and move projects forward.

This format is particularly beneficial for:

- Marketing team meetings
 - Weekly team meetings
 - Remote leadership teams
 - Casual discussions
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Meeting Title

Date:

Background Context:

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Objective:

-

Relevant documents:

- *Share/link any relevant meeting pre-read documents here*

Attendees:

It's helpful to know the work style of the team. Take the [free F4S assessment](#) to find out before your meeting.

Full Name	Role	F4S Comms Style	F4S Task Scope
		<i>Affective / Neutral</i>	<i>Big Picture Thinking / Attention to Detail</i>
		<i>Affective / Neutral</i>	<i>Big Picture Thinking / Attention to Detail</i>
		<i>Affective / Neutral</i>	<i>Big Picture Thinking / Attention to Detail</i>

Agenda Items:

No	Agenda item	Description
1		
2		
3		
4		
5		

Discussion Items:

No	Agenda item & Discussion Thread Link	Ideas	Progress	Feedback
1				
2				
3				
4				
5				

Action Items:

No	Agenda item	Responsible	Progress	Next Step	Due Date
1					
2					
3					
4					
5					

Conclusion:

No	Key points	Next Step
1		
2		
3		
4		
5		

Meeting adjournment